

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

RICHARD A. HOUCK, JR.
CHIEF UNITED STATES PROBATION OFFICER

SUITE 2800
E. BARRETT PRETTYMAN
UNITED STATES COURTHOUSE
WASHINGTON, DC 20001-2866
TELEPHONE (202) 565-1300

JOB OPPORTUNITY

Announcement Number: 97-DC-10

Opening Date: May 30, 1997

Closing Date: Open Until Filled-NTE June 30, 1997

POSITION TITLE: SUPERVISING PROBATION CLERK

SALARY RANGE: CL 25/26/27 (\$25,330 - \$49,860) Depending on qualifications

POSITION LOCATION: Washington, D.C. -More than one position may be available.

The Supervising Probation Clerk is part of the management team for the United States Probation Office for the District of Columbia. The Supervising Probation Clerk provides a full range of supervisory oversight and technical skills to the Probation Office Staff. Duties include, but are not limited to, developing procedures for office functions, maintaining adequate support staff coverage, assigning and monitoring the work flow of support staff, providing cross-training to support staff, actively participating in management meetings and tasks, and assuring that the needs of professional staff are met.

REPRESENTATIVE DUTIES

The incumbent manages a unit of clerical support personnel by monitoring employee performance in areas of work production and professionalism. Methods of monitoring employee performance include, but are not limited to:

Monitoring timely submission of daily work.

Reviewing and approving leave requests, as well as flexible work schedules.

Providing for continued work flow in absence of staff.

Routine monitoring of work performance using standardized review instruments.

Ensuring that information needed for office databases, i.e. PACTS, is submitted accurately and timely.

Other responsibilities for supervisors at the CL 25 (GS 9) level include the following:

Monitors individual work performance through desk audits, interaction with professional staff and personal observances.

Maintains appropriate written documentation on each employee supervised. The documentation should include positive, as well as, negative events. Documentation to be used for preparing semi-annual and annual performance evaluations on all staff supervised.

Provides counseling, training, or corrective action in disciplinary matters to employees on an individual basis. Attempts to balance the needs of the employee with the needs of the organization. Provides oral or written instructions/reviews when necessary.

Encourages employees to excel in their performance and seek self development/enrichment. Assists in maintaining high morale in the unit and develops cooperative/team spirit within the unit.

Communicates changes in policy and procedure, upcoming office activities, and current organizational goals and objectives through routine staff meetings. Maintains open lines of communication with the office staff.

Interacts regularly with Deputy Chief United States Probation Officers to ensure that management is aware of work issues and employee concerns.

Completes office record keeping information, such as, time and attendance sheets, as assigned.

Additional responsibilities for supervisors at the CL 26 (GS 10) level include the following:

Participates as an integral member of the management team, providing progressive suggestions and ideas for work improvements and better ways to meet the Probation Office's goals and objectives.

Develops improved office function procedures with other members of the management team. Ensures that these procedures adhere to the mission and goals of the organization.

Develops and maintains a network of professional contacts to increase available resources for innovative ideas and methods of work performance .

Seeks personal and professional enhancement of automation skills through exploration and usage of cutting edge technology.

Supervises one or more staff members at the CL 25 (Grade 9) level. (Supervisor must be able to perform duties of staff being supervised).

Additional responsibilities for supervisors at the CL 27 (GS 11) level include the following:

Develops and presents training programs for clerical staff for new procedures, as well as, retraining on current policies. Assures continuing staff development by planning and

developing training programs that will strengthen skill base of staff, and by increasing levels of responsibility in assignments.

Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate solutions.

Serves as project leader for high level management initiatives.

Participates in the development of strategic planning efforts to increase the effectiveness of the office. Assist in the development and/or revision of policies, procedures, or programs by initiating new ideas, recommending actions, drafting proposals, chairing and/or participating in committees, team meetings, or management group efforts.

Supervises one or more staff members at the CL 26 (Grade 10) level, or two or more staff members at the CL 25 (Grade 9) level. (Supervisor must be able to perform duties of staff being supervised).

JOB REQUIREMENTS

Individuals seeking the position of Supervisory Probation Clerk should possess the following qualifications:

Thorough working knowledge of all duties and responsibilities of a line Probation Clerk.

Thorough working knowledge of the policies and procedures enumerated in the *Guide to Judicial Policies and Procedures*, the *United States Probation Office Manual for the District of Columbia*, and the *Local Rules for the District of Columbia*.

Basic understanding of the federal criminal justice system with a strong emphasis on the Judicial branch.

Ability to analyze problems, assess implications of alternatives, and implement solutions.

Ability to communicate on a professional level, both verbally and in writing. Ability to present ideas in an organized manner and present information to staff, management team, and Court family, as required.

Personal or job related experience that demonstrates supervisory skills, such as developing and maintaining interpersonal relationships, exercising mature judgement, providing training to others on various topics and organizing work to meet deadlines.

QUALIFICATIONS

GENERAL EXPERIENCE: To qualify for a position at the CL 25 (GS 9 level), applicants must be a high school graduate or equivalent, plus two years of specialized experience, one of which must be at the CL 24 (GS 8) level, in progressively responsible clerical, office, or other work which

indicates the possession of the knowledge and skills needed to perform the supervisory and other duties of the position.

To qualify for a position at the CL 26 (GS 10 level), applicants must be a high school graduate or equivalent, plus three years of specialized experience, one of which must be at the CL 25 (GS 9) level, in progressively responsible clerical, office, or other work which indicates the possession of the knowledge and skills needed to perform the duties of the position.

To qualify for a position at the CL 27 (GS 11 level), applicants must be a high school graduate or equivalent, plus three years of specialized experience, one of which must be at the CL 26 (GS 10) level, in progressively responsible clerical, office, or other work which indicates the possession of the knowledge and skills needed to perform the supervisory and other duties of the position.

One year of specialized experience must include administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (3) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved.

EDUCATION: High School graduate or the equivalent.

EXPERIENCE SUBSTITUTIONS: Educational experience above the high school level from an accredited institution may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Completion of all the requirements of a bachelor's degree from an accredited college or university and meeting one of the below-listed requirements provides the applicant consideration for a CL 25, step 1. (This equates to one year specialized experience).

1. An overall "B" grade point average equaling 2.9 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

EMPLOYEE BENEFITS

Full-time employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, a physical fitness program, MetroChek public transportation vouchers, a

community service volunteer program, as well as an annual employee awards program.

A complete position description is posted in the United States Probation Office for the District of Columbia. Selection will be made consistent with the provision of the Equal Opportunity Plan adopted by the United States District Court for the District of Columbia. U.S. Citizenship and a background investigation are required for employment with the U.S. Probation Office for the District of Columbia.

Applicants should submit a cover letter, a Standard Form-171 and writing sample to:

**Mr. Richard A. Houck, Jr.,
Chief United States Probation Officer.
E. Barrett Prettyman U.S. Courthouse
333 Constitution Ave. NW
Room 2800
Washington, DC 20001-2866**

Reference Announcement # 97-DC-10

Applications must be postmarked by the closing date for consideration. Applicants must submit the required letter, SF-171, and writing sample: All materials must be accurate, legible, and complete. Improperly prepared materials will be returned, and you will not be considered until your application is properly completed.